AN AASIS TRAINING GUIDE

Accounts Payable Basics
General Information

BEST IF PRINTED IN SLIDE VIEW

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Accounts Payable Basics Objectives

- Accounts Payable 101 provides step-by-step directions for paying invoices in AASIS

- Learn which transactions to use to pay an invoice

- Learn the difference between direct and logistics invoicing

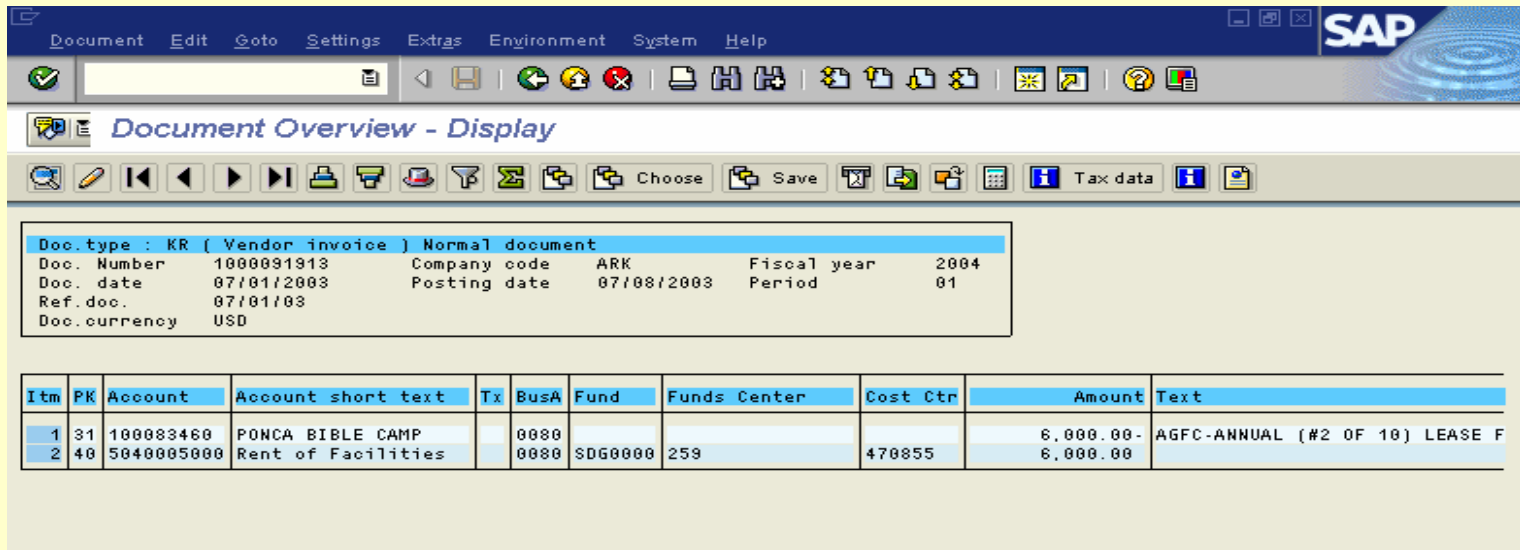- Learn the procedures and business practices for paying invoices

Fund Accounting Overview

- Before a bill can be paid in AASIS, there must be cash in the FUND and appropriation (budget) in the FUNDS CENTER/FUND/COMMITMENT ITEM.

- The Fund refers to the money deposited in the bank or treasury.

- The Funds Center refers to the appropriation or permission to spend money from the agency's appropriation act.

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How does AASIS know which fund/funds center to use?

- The cost center entered on the invoice or purchasing document is linked to a specific fund and funds center combination.

- AASIS derives the fund from the cost center code.

Accounts Payable Accounting

- When an invoice is entered into AASIS, the vendor account is credited (increased).

- When the payment run is executed, the vendor account is debited (decreased) and cash is credited (decreased).

- All the vendor accounts are rolled up into one big vendor accounts payable account for reporting purposes.

Accounts Payable Accounting

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   August 2004

Document Principles in AASIS

- Each transaction in AASIS creates a document. AASIS generates a system number for each document.

- Documents are identified by type. For example, document type KR indicates a direct invoice payment and document type RE indicates a logistics invoice payment. See Appendix B for a list of document types.

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Document Header: Company Code ARK

Document type	KR	Vendor invoice
Doc.header text		
Lot no.		

Reference	12345	Document date	01/28/2002
		Posting date	01/28/2002
Currency	USD	Posting period	07 / 2002
Ref. procedure	BKPF	Accounting document	
Reference key	0019086042ARK 2002	Log.System	D6B410PCC
Entered by	JLDEBUSK	Transaction	FB60
Entry date	01/28/2002	Time of entry	15:31:31
Changed on		Last update	
Parked by			

Each document includes header data for system tracking. The header data includes a document type and posting date and other data including the user id.

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Document Principles in AASIS

AASIS recognizes debits and credits by posting key codes. Posting key codes are tied to account types (i.e., customer, vendor, GL) and represent either a debit or credit applied to that account. Posting keys default in some transactions; in others the user must decide the appropriate posting key. See Appendix B for a list of Posting Keys.

Vendor Master Records

- Before you can pay a vendor, that vendor must have a master record set up in AASIS.

- The vendor's master record contains master data that all AASIS users call upon in transactions: account number, address, bank account information, and payment information. These are maintained by Office of State Procurement.

- During the payment run, AASIS checks the vendor's master data. Certain data must be in place for the invoice to pay. All vendors must have either a street address or P.O. Box regardless of payment method chosen. For an automatic transfer payment (ACH—payment method A) to be made to a vendor, the vendor bank and routing data must be in the master file.

Logistics Invoices vs. Direct Invoices

- The two ways to pay an invoice in AASIS are MIRO (invoice verification) and direct invoice park and post (FB60 followed by FBV0).

- The MIRO transaction is linked to the logistics part of AASIS and must be used when the item being paid for was ordered with a purchase order.

- Direct invoice park and post is designed to be used to pay bills that are not linked to the AASIS purchasing system.

- Using direct invoice park and post to pay for an item connected to a purchase order in the system is an error. This will take budget twice, overstate expenses, and cause an imbalance in the GR/IR account.

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